



UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

Strengthening our community libraries

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Technical Services Manager Monthly Report

Date: October 23, 2025
Staff Name: Dea Nowell
Time Period Report Covers: September 2025

Position Purpose Statement

The purpose of this position is to support the UCSLD member libraries' abilities to provide services and participate in consortia activities through cataloging (maintaining the integrity of the bibliographic database and authority control) and technical support. Additionally, this position also administratively & technologically supports the UCSLD Board of Directors and staff.

Statistics

cataloging statistics:

<i>date</i>	<i>* Item additions to Sage</i>	<i>* Item deletions from Sage</i>	<i>* Item corrections in Sage</i>	<i>Temporary bibs upgraded</i>	<i>*** Sage bib fixes</i>	<i>*** Sage bib merges</i>	<i>*** Sage bib deletes</i>	<i>*** Sage bib overlays</i>
Sept. 2025	353	1,153	115	1	23	2	0	0

* for the most part all libraries in District: except Hermiston, Milton-Freewater, Pendleton, Umatilla, & Weston [though I do add a few bibs for Umatilla, counted in here, but not items]

*** looking strictly at bibliographic records, not necessarily all are related to District libraries' holdings

reports run:

regular monthly:

- item creation stats: all 12 public libraries
- temp bibs missed being put into bucket
- OCLC CatExpress stats (added & deleted)
- circulation related: Adams PL - 3, Athena PL - 3, Milton-Freewater PL - 5, Pilot Rock PL - 1, Stanfield PL - 4
- pre-cataloged items: Milton-Freewater PL - 1, Ukiah P/SL - 1
- in process items: Milton-Freewater PL - 1

additional reports:

- YA Fiction not circulated in 4+ years - Echo PL
- Juvenile Fiction not circulated in 4+ years - Echo PL

Meetings and Site Visits

- Staff/Safety meeting [via Teams]: 1 (9/9)
- Sage User Council meeting [via Zoom]: 1 (9/23)
- Sage Cataloging Mentor meeting [via Zoom]: 1 (9/24)
- UCSLD Board meeting [via Zoom]: 1 (9/25)
- webinars/trainings attended [virtual]:
 - Vector Solutions: Alert driving (9/4)
 - SDAO web.: Understanding proposed records retention rules for Special Districts & Counties (9/18)
 - SACO [Subject Authority Cooperative Program] Office hours: Topical headings & Pattern headings, + subdivision - History (9/30 viewed recording of 9/26 live presentation)
- meet weekly w/ Heather [via MS Teams & phone]: 5 (9/2, 9/8, 9/15, 9/22, 9/29)

visits to/with District Libraries:

Adams PL - 3 [email, phone]

- email letting know about the “alert message” that will come up on an item & that I’d asked Beth to remove it
- called re. deleting items that were supposed to be location & call # changes, telling her that Beth said she would undelete & restore call #s for me, but haven’t seen that happen yet; Amanda also asked me about their receipt slips; & we talked about how to change mouse pointer style & size (she was very excited about this information)
- emailed to let know Beth had un-deleted the items & I’d get them changed as requested

Athena PL - 1 [email]

- emailed wishes for a good trip and ARSL conference

Echo PL - 2 [email]

- emailed the requested Young Adult Fiction weeding list
- emailed the requested Juvenile Fiction weeding list

Helix PL - 1 [email]

- emailed wishes for a good trip and ARSL conference

Milton-Freewater PL - 1 [phone]

- call to cataloger re. email ? about 4 history booklets by local author; also shared that I was not going to be coming for a site visit in person this fall, will be virtual

Pilot Rock PL - 1 [email]

- emailed wishes for a good trip and ARSL conference

Stanfield PL - 5 [phone, email]

- call re. email about a library billing them for a book patron hasn’t returned > I gave her a bit of background on the library billing them & also referenced several sections from the 2023 Sage Circ Policy to assist her in conversation with them (2)
- call & email re. ? about an item on list to remove from catalog that shows checked out (2)
- emailed wishes for a good trip and ARSL conference

Ukiah PL - 1 [phone]

- call re. a scan w/ a missing page that includes the call #, barcode, & pagination/size

Umatilla PL - 2 [email]

- email reply to ? about needing help on a report to answer a ? on statistical report (2)

Beth Ross [Sage Library System - Systems Administrator] - 7 [email, phone]

- email (Beth & Jon) re. issue importing a bib from Z39.50, sent copy to see if they could help me; + thanks to Beth for helping me spot my error in the record that may be causing it (2)
- emailed re. another item coming up w/ an “alert message” that cannot remove...; & thanks (2)
- called & left a message asking if there was a way to undelete some item records I accidentally deleted for Adams PL that were supposed to be location changes
- emailed about the above with some additional details; & thanks (2)

Jon Georg [Sage Library System Specialist] - 1 [email]

- email (Beth & Jon) re. issue importing a bib from Z39.50, sent copy to see if they could help me

Projects and Progress

- site visits follow-up to do’s - *(same as last mo.)*
- work on temp bib items seen during fall trips - ~17% complete *(same as last mo.)*
- 1Password (pswd. manager) - full staff implementation as staff time permits - (finally got logged in on new laptop; ongoing)
- file retention system - *aware there will be some changes coming up* - (ongoing)
- website compliance - completed w/ audits being posted
- website accessibility project - website end of Sept.: 103 pages (accessible); 368 files (98% overall website accessibility score): 39 items not accessible (199 archived downloadable) & 130 items accessible - (ongoing) >> **update 10/2/25: 100% overall website accessibility score** (those files not remediated are now all archived downloadable)
- website portal for library directors: *drafted out ... - (same as last mo.)*
- researching how to set up administrative user & standard user in Windows 11 *(not as straightforward as on Windows 10) (nothing new)*

Accomplishments

- website work:
 - ALSP Review 1st mtg. agenda, Board meeting agenda, & support documents posted
 - Fiscal Year-End report for FY2024-25 posted
 - Paid Leave Oregon Policy posted
 - FY24-25 historical purchases posted
 - cleared out older articles and press releases dating back to 2019
 - spoke with our new Streamline Acct. Manager (2x), who was calling to check-in on how things are going w/ the website & accessibility – I told her we were interested in possibly using DocAccess, but not at the moment > she will be checking back with me in a couple of months
- Sage Cataloging Mentor:
 - emailed Lisa Hauner (fellow mentor) a thanks for sharing some information regarding cataloging AI generated books & art
 - emailed a response to Beth Ross, Heather Spry, & Lisa Hauner re. ? about summary of Aug. cataloging workgroup meeting; & fwd. email from Lisa to Beth w/ it (2)
 - emailed a response to Beth & mentors re. a ? from Beth about an authorized entry...
- Sage User Council:
 - User Council meeting date emailed out on Sage-Lib email list
 - draft Council agenda emailed to Vice Chair Kirsten Wells & Beth Ross for input
 - emailed Beth again regarding draft Council agenda & made a note about strategic planning discussion later in year (2)
 - User Council draft agenda emailed out on Sage-Lib email list
 - email conversation w/ Jon Georg about July Council minutes; +... (5)
 - emailed – email reply to Beth, Kirsten Wells, & Perry Stokes re. request by Beth to add an item to agenda.
 - email reply to Cheryl Hancock, a Council representative, who apologized for missing the mtg. – I gave her a brief update of the mtg.

Feedback received:

- 9/3/25 – Cecili Longhorn (Stanfield PL director) stated after an email question & call, that “she always asks me, because she knows I generally have the answer”
- 9/18/25 – email from Amanda Hespel (Adams PL director) after I let her know that her items had been undeleted by Beth Ross & the requested changes made: “You and Beth are absolutely amazing! Thank you! Also, I have not lost my mouse all day [*face with tears of joy emoji*]

Upcoming Events - Activities

- Sage Cataloging Mentor meeting – October 29
- Staff/Safety meeting – November 4
- Veterans Day holiday – November 11
- Sage User Council meeting - November 18
- Sage Cataloging Mentor meeting – November 19
- UCSLD Board meeting – November 20
- Thanksgiving holidays – November 27-28